

RMS

~~CONFIDENTIAL~~

Rec Mgt 9-2

19 December 1958

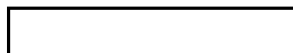
MEMORANDUM FOR THE RECORD

Subject: Volume of Paperwork Created at Headquarters.

1. Based on FY 1957 usage figures, over 200 million pages of paperwork are created as follows:


Number of pages of printed matter produced by printing plant (including forms) . . . . .	148,000,000
Number of forms printed outside the Agency . . . . .	19,739,000
Number of sheets of machine tabulation paper used . . . . .	6,670,980
Number of sheets of duplicating paper used outside the printing plant . . . . .	<u>16,129,000</u>
Total . . . . .	209,069,880

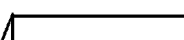
2. No computation has been made for FY 1958. However, an estimate of "over 200 million" is considered reasonable in view of a 15% increase in volume at the printing plant during FY 1958.



25X1

Distribution:

Orig -   
1 - RMS (Records Management 9-2) ✓

Mgt/S/RMS/fjm (19 Dec 1958)

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Headquarters Issuances of Duplicating Paper - FY 1957  
(per stock control of C/BSO)

All Units are 500 Sheets

<u>Type</u>	<u>UNIT</u>	<u>SHEETS</u>
Thermofax (8 x 10 $\frac{1}{2}$ )	2,667	1,333,500
Thermofax (8 $\frac{1}{2}$ x 11)	1,031	515,500
Thermofax (8 $\frac{1}{2}$ x 14)	680	330,000
Ditto (White 8 x 10 $\frac{1}{2}$ )	18,950	9,475,000
Ditto (White 8 x 14)	1,450	725,000
Ditto (Pink 8 x 10 $\frac{1}{2}$ )	3,100	1,550,000
Mimeograph (8 x 10 $\frac{1}{2}$ )	4,300	2,150,000
Mimeograph (8 x 14)	100	50,000
Total		<u>16,129,000</u>

Recap of Records Created in Headquarters each Year

Number of pages printed at Print Plant (Includes forms)	148,000,000
Number of Forms printed outside CIA	19,739,000
Number of sheets of stationery	18,530,900
Number of sheets of Machine Tab paper	6,670,980
Number of sheets of Duplicating paper	16,129,000
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TOTAL	209,069,880